



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Department of Community Development Research Division (Community Data Section) Room 601D, Trinity/Washington Bldg.		4. Person to Contact Susan Barnett	5. Working Title Research Assistant
		6. Tel. No. 656-3587	

## 7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series  
1972

9. Exact Series Title  
Economic Development Program Community Profile Files

10. What is the function of the office in which this record series is created?  
The basic goal of the Department is total community development. It is responsible for identifying local and regional needs and problems, recommending solutions, providing technical assistance, coordinating the delivery of State services and administering Federal and State grants. The Research Division is designed to provide pertinent information for attracting industry to Georgia. The program includes publication of new and expanded industry listings, the Georgia Manufacturing Directory, Community Economic Profiles and various reports on Georgia's resources. Existing feasibility studies are also utilized. The Division assists in coordination of studies undertaken by other agencies. Facts and material on Georgia found in encyclopedias, almanacs and other reference volumes are constantly updated by the Research Division. The Community Data Section collects community data and information on available industrial sites and buildings for the Research Division.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents refer to the compilation of community profiles that contain socio-economic data for approximately 240 communities in the State. Included in each folder are community questionnaires, computer code sheets, related correspondence and printed profile copies for hand outs.

Files are arranged alphabetically by community name.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers				1	2		
Legal-size File Drawers	6	12	Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				10			

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ ☐
14. Is there a duplication of this series in another office or agency? (See attached ☒ ☐  
sheet)
15. Is the information contained in this series ever summarized or published? ☒ ☐  
Attach copy of summary or publication. sample attached - updated yearly.
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? (See Attached sheet) ☒ ☐
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☒ ☐
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):  
☐ Destroy.  
☒ Transfer to State Archives for permanent retention.\*\*  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify)

\*\* One printed copy of each profile for permanent retention. Destroy remainder of file.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES	DATE
<i>James M. White</i>		4/22/74	<i>W. B. Sampson</i>	4-22-74
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>William M. Dixon</i>	5-1-74
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>Carroll Hart</i>	5-1-74
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>Robert H. Shell</i>	5-2-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			

14. A summary of the data relating to the community is put in DOAS computer program. The Industry and Trade Division uses this computerized data to inform industrial prospects of community data.
20. See reply to item 14. The Research Division only provides the input data and does not maintain a computer file. A print out can be obtained for record purposes, however it is not an established practice.